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TO: **Child Care Coordinators**
Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers
Training Staff

FROM: Jim Bates, Director
Bureau of Child Care Administration
Division of Early Care and Education

BEPS/DFS OPERATIONS MEMO

No: 12-08

DATE: 04-05-2012

FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<input type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	FSET	<input type="checkbox"/>
BC+ Basic	<input type="checkbox"/>	BC+ CORE	<input type="checkbox"/>		
CC	<input checked="" type="checkbox"/>	W-2	<input type="checkbox"/>	EA	<input type="checkbox"/>
CF	<input type="checkbox"/>	JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>
RAP	<input type="checkbox"/>	WIA	<input type="checkbox"/>	Other	<input type="checkbox"/>
				EP	

SUBJECT: Provider Location Confirmation

EFFECTIVE DATE: Immediately

REFERENCES: 3.10.4 Confirmation Agency, 3.10.5 Non-Confirmation Agency, Ops
Memo 02 – 19, Ops Memo 12 – 07 (In/Out-Daily)

PURPOSE:

The purpose of this operations memo is to inform Wisconsin Shares Child Care Administrative Agencies of the new *Provider Location Confirmation* functionality in the Child Care Provider Information (CCPI) system.

BACKGROUND:

In 2002, the Department of Workforce Development released the County Confirmation function in the Child Care Provider Information system. Since that time, Wisconsin Shares Child Care administrative agencies chose whether to be a "Confirmation" county or "Non-Confirmation" county.

- Confirmation counties: If the county chooses to be a "Confirmation" county, a worker must go to either the 'Weekly Summary', 'Biweekly Summary' or 'To Do List' page in CCPI and confirm the attendance data entered by the child care provider, child-by-child, for each week of the attendance period, by checking the appropriate confirmation indicators.

- Non-Confirmation counties: If the county does not choose to be a “Confirmation” county, all payments to child care providers will be paid without review from the local agency.

Since 2002, local agencies have requested a new function in CCPI that allows the designation of individual provider locations for Confirmation or Non-Confirmation. Effective immediately, CCPI has been modified to include a new function called “Provider Location Confirmation.”

Confirmation counties will be able to ‘release’ individual provider locations from having attendance confirmation. For example, administrative agencies may release providers that have accurate attendance reporting history. The reverse is also true; a Non-Confirmation county may choose to switch an individual provider location needing confirmation if the agency has concerns with attendance reporting.

SUMMARY OF NEW FUNCTIONALITY:

Provider Location Confirmation allows local workers with proper CCPI security access to designate an individual provider’s location to be Confirmation or Non-Confirmation. This security privilege is limited to two individuals per agency.

Counties and tribes may switch individual provider locations to be Confirmation or Non-Confirmation if they are listed as the Entered County or Location County under the Subsidy Details section on the Modify Provider Location page in CSAW:

CSAW Child Care Statewide Administration on the Web

Help Logout

Provider Management Authorization Management Insurance Management PTES - Payment Adjustment Report Management Announcements Administration CCPI

Provider Menu

- Home
- Search
- Create Provider
- Union Members List
- Provider
 - Details / W9
 - Check Intercept
 - Union Membership
 - Insurance History
 - Parent Employment List
- Location
 - Summary
 - Location Details
 - EFT
 - Alternate Addresses
 - Comments
 - Attendance Entry
 - Provider Utilization
 - Resend Attd Form
 - List Authorizations
 - Insurance History
 - Adjustment Requests List
 - Suspend Payments
 - Suspend Payments List
 - SHARES Contract List
- Category
 - Summary
- Certified
 - Summary
 - Serving Relatives Only
 - Ages Served
 - Accreditation
 - Hours of Operation
- Licensed
 - Summary
 - Ages Served
 - Rates
 - Accreditation
 - Hours of Operation
- Unregulated
 - Summary

Modify Provider Location

Modify Provider Location

Provider Location Details

Provider #	3800036563	Provider Name	Randy's Group Care, Inc
Location #	001	Location Name	Randy's Group Care-Accr

Facility Details

Facility Number	120856	Facility Name	Randy's Group Preschool
Licensor Name		Certifier Name	

Location Address

Location Name *	Randy's Group Care-Accr
Street Number	
Unit	
Direction	
Street/Rural Rt/Box# *	123 Main St
Suffix	
Quadrant	
Apt#	
Address Line 2	
City *	Anytown
State *	Wisconsin
Zip Code *	52222
Phone	4145556666

Location Contact Information

First Name	Randy
Middle Initial	
Last Name	Randall
Suffix	

Subsidy Details

Entered County *	Milwaukee County
Location County *	Milwaukee County
Payment Method	Issued To Headquarters
This Location is HQ	Yes
Subsidy Language	English
Payee Name	Randy Randall-Smith
EFT Switch	No

Both Confirmation and Non-Confirmation counties may switch individual provider locations to being Confirmation or Non-Confirmation. Either the Entered County or Location County may select one or more of a provider's locations to have the confirmation requirement.

Agencies that authorize to locations with *Provider Location Confirmation* must confirm attendance. Attendance must be confirmed by the county of residence or tribal worker unless your consortium attendance processing arrangements are with another county. This includes all Non-Confirmation counties that authorize to provider locations in other counties that are designated for *Provider Location Confirmation*. See the Examples section below for more details.

If a county has chosen to be a Non-Confirmation county, there is no need to select individual provider locations to be Non-Confirmation.

If one county decides to change the *Provider Location Confirmation* status for a provider with authorizations from multiple counties, please send an email to the Child Care Coordinator of the other agencies to notify them of this change. This will let them know that attendance will need to be confirmed by their agency. A listing of Child Care Coordinators can be accessed here: <http://dcf.wisconsin.gov/childcare/wishares/pdf/coordinators.pdf> . A future CSAW enhancement due out summer 2012 will add a header to the "New Authorizations" page indicating whether or not attendance needs to be confirmed at each provider location.

EXAMPLES

The following are the possible scenarios that may occur with *Provider Location Confirmation* for authorizations outside of an agency's Entered or Location County:

Scenario 1: Non-Confirmation County authorizes to Confirmation provider location in Non-Confirmation County

Bucky County is a Non-Confirmation county authorizing to a provider, location 001 in Badger County, another Non-Confirmation county. Badger County switches location 001 to needing *Provider Location Confirmation*. Bucky County must confirm the attendance for Bucky case authorizations at location 001 in Badger County before payment will be made for those authorizations.

Scenario 2: Confirmation County authorizes to Non-Confirmation provider location in Confirmation County

Red County is a Confirmation county authorizing to provider, location 002 in White County, another Confirmation county. White County switches location 002 to being Non-Confirmation. No confirmation for all authorizations at location 002 is necessary because White County switched location 002 to being a Non-Confirmation location.

Scenario 3: Non-Confirmation County authorizes to Confirmation provider location in Confirmation County

Star County is a Non-Confirmation county authorizing to a provider location 003 in Moon County, a Confirmation county. Moon County switches location 003 to needing *Provider Location Confirmation*. Star County must confirm the attendance for Star case authorizations at location 003 in Moon County before payment will be made for those authorizations.

Scenario 4: Confirmation County authorizes to Non-Confirmation provider location in a Non-Confirmation County

Tree County is a Confirmation county authorizing to a provider location 004 in Bush County, a Non-Confirmation county. Bush County switches location 004 to being Non-Confirmation. No confirmation for all authorizations at location 004 is necessary because Bush County switched

location 004 to being Non-Confirmation location. This scenario is not advised as there is no incentive for the Non-Confirmation agency to change the Provider Location Confirmation.

ATTENDANCE TO BE CONFIRMED REPORT

The existing Attendance to be Confirmed report in CCPI gives an ongoing list of provider locations whose attendance needs to be confirmed. County and tribal workers must run the Attendance to be Confirmed report no later than each Friday morning to ensure all attendance is processed in a timely manner. Failure to confirm all attendance in a timely manner may result in a payment delay for the provider. This also applies to Non-Confirmation counties and tribes because some children from the Non-Confirmation county or tribe might be attending a center that has been switched to needing *Provider Location Confirmation*.

USER SECURITY PRIVILEGE:

Workers that complete the necessary training requirements to obtain access to change provider attendance reporting mode (see Ops Memo 12-07) will also have the security privilege to update *Provider Location Confirmation*. Again, this security approval is limited to two individuals per agency.

If a county wishes to change county default confirmation status, the request must be made through the Child Care Help Desk: childcare@wisconsin.gov. The following form must be completed to begin or end county confirmation: <http://dcf.wisconsin.gov/forms/doc/393.doc>.

All workers with update access to CCPI can confirm attendance for cases in their county.


WEB SCREENS AND FUNCTIONALITY:

Instructions to Update Individual Provider Location Confirmation

The following directions cover how to update individual *Provider Location Confirmation*:

1. Log into CCPI.
2. Search for a specific provider location.
3. From the provider location details page select "Confirmation Option" from the left hand navigation menu to access the location attendance confirmation option list (see yellow box below):

Child Care: Location Attendance Confirmation Option List



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Location Location List Location Details Confirmation Option License/Certification CCPI User(s) Attendance Enter Attendance To Do List Weekly Summary Biweekly Summary	Caitlin's Child Care Location Caitlin's Child Care #001 1515 N 15th St Milwaukee WI 532052000 Contact Phone 414-555-1200	Provider Number 1800039411 Facility Number 1122339 Facility Name Caitlin's Child Care Licensor Name Pam Programassociate Certifier Name
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------


List of Location Attendance Confirmation Option

There are no Provider Attendance Confirmation Option for this location.

[New Location Attendance Confirmation Option](#) 

4. From the "Confirmation Option" page, select the "New Location Attendance Confirmation Option" link (see red arrow above). This will take you to the "New Location Attendance Confirmation Option" page:

Child Care: New Location Attendance Confirmation Option



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Location Location List Location Details Confirmation Option License/Certification CCPI User(s) Attendance Enter Attendance To Do List Weekly Summary Biweekly Summary Attendance Entry Options Search by Case Number Request Payment For Absence Request Paperless Attendance	Caitlin's Child Care Location Caitlin's Child Care #001 1515 N 15th St Milwaukee WI 532052000 Contact Phone 414-555-1200	Provider Number 1800039411 Facility Number 1122339 Facility Name Caitlin's Child Care Licensor Name Pam Programassociate Certifier Name
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New Location Attendance Confirmation Option

Begin Date *

End Date

Location Confirmation Option *

Comments

0 of 300 characters.

[Submit >](#)

5. The "*" fields are required. To set the requirement, enter a begin date and select "yes" or "no" for the location confirmation option. The begin date must be a future Sunday. Comments are useful to describe the rationale for *Provider Location Confirmation*. Select the submit button (see red arrow below) to finalize the confirmation requirement.
- NOTE: provider users with access to CCPI will be able to view the details, including comments.**

Child Care: New Location Attendance Confirmation Option



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Location Location List Location Details Confirmation Option License/Certification CCPI User(s) Attendance Enter Attendance To Do List Weekly Summary Biweekly Summary Attendance Entry Options Search by Case Number Request Payment For Absence Request Paperless Attendance	Caitlin's Child Care Location Caitlin's Child Care #001 1515 N 15Th St Milwaukee WI 532052000 Contact Phone 414-555-1200	Provider Number 1800039411 Facility Number 1122339 Facility Name Caitlin's Child Care Licensor Name Pam Programassociate Certifier Name
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New Location Attendance Confirmation Option

Begin Date * 12/25/2011
 End Date
 Location Confirmation Option * Yes
 Comments Provider has a history of over reporting attendance hours.
 59 of 300 characters.

Submit >

6. Upon submission, the "List of Location Attendance Confirmation Option" will be updated to display the current confirmation status. All history is tracked on this screen.

Child Care: Location Attendance Confirmation Option List



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Location Location List Location Details Confirmation Option License/Certification CCPI User(s) Attendance Enter Attendance To Do List Weekly Summary Biweekly Summary Attendance Entry Options Search by Case Number Request Payment For Absence	Caitlin's Child Care Location Caitlin's Child Care #001 1515 N 15Th St Milwaukee WI 532052000 Contact Phone 414-555-1200	Provider Number 1800039411 Facility Number 1122339 Facility Name Caitlin's Child Care Licensor Name Pam Programassociate Certifier Name
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List of Location Attendance Confirmation Option

Showing 10 records per page
 Page 1 of 1 - Records 1-1 of 1

Begin Date	End Date	Confirmation Required Indicator	Updated Date	Updated User ID	Comments
12/25/11		Yes	12/19/11	XCTM35	Provider has a history of over reporting attendance hours.

Showing 10 records per page
 Page 1 of 1 - Records 1-1 of 1

[Delete](#) [View History](#)

[New Location Attendance Confirmation Option](#)

7. When a future begin date is entered, an option to delete confirmation will also exist until the begin date passes (see red circle above). To end an existing *Provider Location Confirmation*, modify the entry by selecting the begin date hyperlink (see red arrow above). On the Modify Location Attendance Confirmation Option screen, enter an end date (see red box below). The end date must be a future Saturday.

Location Location List Location Details Confirmation Option License/Certification CCPI User(s) Attendance Enter Attendance To Do List Weekly Summary Biweekly Summary Attendance Entry Options Search by Case Number Request Payment For Absence Request Paperless Attendance	Caitlin's Child Care Location Caitlin's Child Care #001 1515 N 15Th St Milwaukee WI 532052000 Contact Phone 414-555-1200 Provider Number 1800039411 Facility Number 1122339 Facility Name Caitlin's Child Care Licensor Name Pam Programassociate Certifier Name
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Modify Location Attendance Confirmation Option	
Begin Date * 12/25/2011 End Date * 2/11/2012	
Location Confirmation Option *	Yes
Comments	Provider has a history of over reporting attendance hours. 59 of 300 characters.
<input type="button" value="Modify >"/>	

- When end dating *Provider Location Confirmation*, be aware of whether or not your county is a Confirmation county. If the county is a Confirmation county, all case county authorization attendance will still need to be confirmed unless you set a new *Provider Location Confirmation* option (see #4) to "No".

Instructions to Confirm Attendance

The following directions cover how to confirm provider attendance:

- Log in to CCPI.
- From the home page, select reports.
- From the reports page, select the "Attendance to be Confirmed" report under the Attendance header. At minimum, this report should be run on a weekly basis.
- To run the report, select a county and report format. You may also select a worker ID. A list by attendance week will populate indicating the provider location attendance needing confirmation. Use this list to search each provider location to complete confirmation.
- For each provider location needing confirmation, select the 'To Do List' from the Location Details page (see red arrow below).

Child Care: Provider Location Details


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Location Location List Location Details License/Certification CCPI User(s) Attendance Enter Attendance To Do List Weekly Summary Biweekly Summary Attendance Entry Options Search by Case Number Request Payment For Absence Request Paperless Attendance Print Attendance Report Form	Randy's Group Care, Inc Location Randy's Group Care-Accr #001 123 Main St Anytown WI 52222 Contact Phone 414-555-6666	Provider Number 3800036563 Facility Number 120856 Facility Name Randy's Group Preschool Licensor Name Certifier Name
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Provider Location Details	
Headquarters	Yes
Contact Name	Randy Randall
Payment To	Randy Randall-Smith
Payment Made By	Check
Payments Will Actually Be Sent To	Issued To Headquarters 777 7Th St Mkee WI 53535
Payment Address For This Location	777 7Th St Mkee WI 53535
Notice Mailing Address	111 Side St Mkee WI 53535
Attendance Reporting Address	123 Main St Anytown WI 56565

6. The 'To Do List' displays the "Attendance Confirmed" column, which must be complete by the worker before the attendance can be processed. Failure to do so in a timely manner may result in delayed issuance for the provider. Select the 'No' hyperlink (see red circle below) to access the Provider Attendance page, where you can confirm attendance.

Provider Attendance To Do List			
Attendance Begin Date	Attendance Completed	Attendance Agreement Accepted	Attendance Confirmed
11/27/2011	Yes	Yes	No
12/25/2011	Yes	Yes	No
01/01/2012	Yes	Yes	No

7. On the Provider Attendance page, select the 'confirm all entries' indicator (see red arrow below) or the confirmation check box for each child (see red circle below), for each week. Hit submit after confirming all entered attendance is acceptable for payment.

Search Attendance Period Date: 1/8/2012 Sort by: Case Number, PIN Authorization Worker ID (Optional): <input type="button" value="Search >"/>	
Check here <input type="checkbox"/> to confirm all entries on this screen for which you have confirmation authority Click Here to go to location details page without saving attendance information.	

Attendance for the Period 01/08/2012 to 01/21/2012													
Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Auth Worker	Reg Hrs	Sch Hrs	Override	Reg Hrs	Sch Hrs	Override	Del Attd	Term Auth
Rabbit, Parker	Rabbit, Peter	6700527465	A	15	XCTM35	24	N/A	<input type="button" value="v"/>				N/A	<input type="checkbox"/>
Term Auth:			R - Termination Requested T - Authorization Terminated		Authorization Type:		A = Attendance E = Enrollment		NR = Confirmation not required N/A = Not Applicable				

8. Successful confirmation of attendance will display the following in the 'To Do List':

Randy's Group Care, Inc
 Location Randy's Group Care-Accr #001
 123 Main St
 Anytown WI 52222
 Contact Phone 414-555-6666

Provider Number 3800036563
 Facility Number 120856
 Facility Name Randy's Group Preschool
 Licensor Name
 Certifier Name

Provider Attendance To Do List
 No data was found for the provider location.

REMINDER: The 'To Do List' will not clear if there is an authorization from another county that still needs to be confirmed. Only a worker with update access to the case county is able to confirm child attendance. When all child attendance to that provider location is confirmed, then the 'To Do List' will clear. The 'To Do List' may also not clear if the attendance is more than three months old and the county worker does not have Retro security access. Please contact your Regional Child Care Coordinator regarding Retro security access. A list of Regional Contacts is located here: http://dcf.wisconsin.gov/regional_operations/pdf/contact_list.pdf.

PROVIDERS:

The system will not automatically notify provider locations when they are switched to needing *Provider Location Confirmation*. However, they will have access to the 'Confirmation Option' screen from the Location Details page to view the *Provider Location Confirmation* status history. County confirmation status does not appear on this page. It is recommended that the agency notify these providers when confirmation status is changed.

SUMMARY:

Provider Location confirmation is discretionary tool for the agency or tribe to select individual provider locations to be confirmation or non-confirmation. The default functions of each provider location will not change without intervention from the agency or tribe.

ACTION REQUIRED:

All agencies and tribes must run the Attendance to be Confirmed report no later than Friday of each week and confirm all attendance listed.

CONTACTS:

For child care policy guidance, CWW processing errors or CSAW problems, contact the Child Care Help Desk at childcare@wisconsin.gov or (608) 264-1657.

*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare Employment and Training, BC+ Core – BadgerCare Plus Core, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC – Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.